eVA Integration Design Team

Meeting Minutes
August 27, 2004

Opening:
The first meeting of the eVA integration workgroup was called to order at 10:30 AM on 8/27/2004 in Richmond.

Present:

Rachel Pace, CWM (phone)	Lynette Jenkins, CWM (phone)
Berni Kenney, CWM (phone)	Mike Little, ODU (phone)
Will Robbins, CWM (phone)	Jerri Kemp, ODU (phone)
Maria Hatcher, DGS	Parvin Mirshahi, DGS
Marion Lancaster, DGS	

A.   Approval of Agenda
     The informal agenda:
     1   – Welcome – Identify Participants
     2   – Purpose of Design Team
     3   – Review Work Breakdown Structure
     4   – Next Steps
              a. Weekly Meetings
              b. Action Items

B.   Approval of Minutes
     None to approve

C.   Issues

     Open Issues
     No items opened at this session.

     Closed Issues
     No items closed at this session.

D.   New Business

     1.   Welcome – Identify Participants
          • Participants from College of William and Mary (CWM), Old Dominion University (ODU) and Department of General Services (DGS) were introduced.

     2.   Purpose of Design Team:
          • Marion Lancaster explained the purpose of the design team and the deliverables expected from the group.

     3.   Review Work Breakdown Structure (Deliverables):

*** Note: Minutes reflect discussions, not final decisions. A separate document will be provided with final decisions.

- Marion Lancaster provided a draft work breakdown structure (deliverables) list and explained each section. Marion explained she developed the structure based on VITA's recommended guideline, but it can be adjusted by the group as needed. The main sections of the work breakdown structure (WBS) consist of: 1.1 Project Management Services, 1.2 Documentation, 1.3 Software, 1.4 Hardware, 1.5 Training. These are the main sections that were covered and discussed:

  1.0 Project Management Services Review:
  - **Status Reporting** – Should be disseminated to SCT larger group via email or via the 'Technical' page in eVA. Berni Kenney volunteered to disseminate information to other schools. Status will be presented to the SCT larger group in a meeting to be scheduled for mid-October.
  - **Organizational Breakdown Structure** – Marion asked each group presented to develop a project team reporting relationship chart including departments involved in the integration process, i.e. Procurement and Accounting departments. People responsible for developing the organizational chart for each group are: Berni Kenney – CWM, Jerri Kemp – ODU and Marion Lancaster – DGS
  - **Resource Plan** – Each group will identify people (role, hours by week to dedicate to the project), facilities, supplies, etc. needed to execute the project.
  - **Budget Plan** – Berni Kenney will document software cost for CWM to purchase the LDI component that must be purchased to execute the project.
  - **Performance Plan** – Documenting measures of success, transaction timing, transaction volume, transaction stress load, goals, targets to reach, etc.
  - **Project Schedule** – Activities with timeframes and team assignments.
  - **Risk Management** – Project risks. Identifying things that may prevent the project from being successful.
  - **Change Management Plan** – How to manage changes to the specification, version control of software, etc.
  - **Quality Assurance Plan** – Software bug free, user document is tested, etc.
  - **Issues Documents and Issues Log** – Identify issues and log issues and resolution.
  - **Project Post Implementation Report** – Document lessons learned.

  1.2 Documentation Review:
  - **AMS Functional Design Spec** – The design specification has been drafted by AMS. COVA is in the process of reviewing and making comments.
  - **AMS Technical Design Spec** - The technical design spec is not as complete as the AMS Functional Design spec. AMS is to develop more fully starting the week of September 6, when their designer returns from vacation.
  - **AMS Related eVA Modifications Design Specifications** – AMS to document and provide design specification for any eVA system modifications not directly related to integration but needed to support integration. This may be things like adding a field on the eVA user profile to store the agency ERP login for cross referencing.
  - **COVA Documentation** – Marion asked the group to identify documentation that needs to be added specific to their organization and SCT.

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1.3 Software Review:

- **Luminis Data Integration Suite** – has been purchased by ODU and CWM. Both groups need to purchase LDI for eProcurement. CWM and SCT are in the negotiating process for procurement of LDI for eProcurement.
- **SunGard SCT Message Broker Requirements**:
  Finance 6.0.1 or greater
  General 6.1.1 or greater
  Luminis Data Integration
  (LDI) for e-Procurement 1.0

1.4 Hardware Review:

- CWM is obtaining hardware for other projects that can be used on this project.

E. Weekly Meetings

The next weekly integration meeting will be held on <u>Tuesday, September 7, 2004</u> at DGS in the ISS 9th floor conference room starting at 3:30 p.m. Subsequent meetings will be held each Monday starting at 10:00 a.m. Please be prepared to give your agency's status on the integration effort and problems if any.

Open Action Items

1. Update work breakdown structure (Marion Lancaster)
2. Draft scope and objective (Marion Lancaster)
3. Develop project contact list (Marion Lancaster)
4. Develop rough draft of project plan (Marion Lancaster)
5. Develop performance, quality assurance, and change management plans (Marion Lancaster)
6. Document issues and issues log (Marion Lancaster and Maria Hatcher)
7. Get access to SCT documentation (Marion Lancaster)
8. Organizational chart:
   - ODU (Jerri Kemp)
   - CWM (Berni Kenney)
   - DGS (Marion Lancaster)
9. Document of software cost to CWM (Berni Kenney)
10. Answer to Mike's question "has AMS signed non-disclosure paperwork with SCT?" (Marion Lancaster)
11. Provide SCT PowerPoint presentation to Maria (Berni Kenney)
12. Disseminate PowerPoint presentation to the group (Maria Hatcher)

Closed Action Items

No actions items closed at this session.

Prepared by Maria F. Hatcher

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